

Employee Self Service Views “My Biz”

To access *My Biz* navigate to the link provided by your HRO office. The following login screen will display.



DEPARTMENT OF DEFENSE
UNITED STATES OF AMERICA

**OFFICIAL U.S. GOVERNMENT SYSTEM
FOR AUTHORIZED USE ONLY**

WARNINGWARNING***WARNING***WARNING***

Unauthorized access to this U.S. Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers". Unauthorized use is a felony which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

Unauthorized use could result in criminal prosecution.
The information contained in this system is subject to
The Privacy Act of 1974 as amended.

ORACLE
E-BUSINESS SUITE

User Name

Password

Connect

Enter User Name and Password. The default user name and password will be provided by your servicing HRO. After successfully entering the userid and password the first time user will be directed to the Change Password window.

ORACLE

Your password has expired

Old Password

New Password

Repeat New Password

Security question

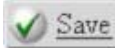
Answer

Email Address (optional)

Enter the following data elements:

- Old Password – This is your default password
- New Password – Passwords are, at a minimum, a case sensitive 8-character mix of upper case letters, lower case letters, and special characters, including at least one of each (e.g., emPagd2!)
- Repeat New Password
- Security Questions – This question must be answered before continuing, it will be necessary to have completed a security question to reset a forgotten password. Select one of the available questions.

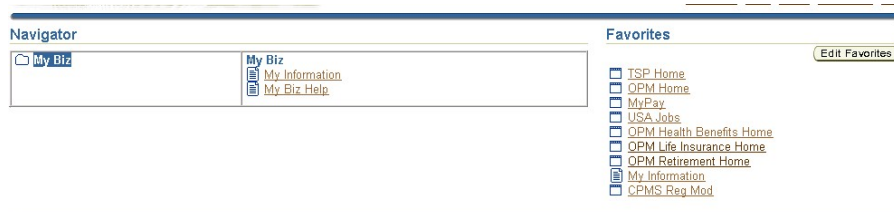
What is your favorite color
 What is your favorite color
 What is your mother's maiden name
 What is your city of birth
 What was your first car
 What is the name of your favorite pet

- Answer – The answer provided here will be used to complete user validation if password reset is ever required.
- Email Address – This field is available for optional input and is being reserved for use with future Self Service enhancements.  your transaction.

After successfully entering the user ID and password the My Biz “home page” will display.



Click the My Biz link; this opens the functions menu of available tasks that can be performed from the selected responsibility within the Self Service application.



Let's take a look at what the features of this new page are. The web page displays with three columns, Responsibilities, Functions, and Favorites.

The left column displays all of the Responsibilities the user has,



The column in the middle displays the Functions available,



My Information – User information

My Biz Help – How to use instructions

The column on the right is your stored Favorites.

Favorites

- ☐ [TSP Home](#)
- ☐ [OPM Home](#)
- ☐ [MyPay](#)
- ☐ [USA Jobs](#)
- ☐ [OPM Health Benefits Home](#)
- ☐ [OPM Life Insurance Home](#)
- ☐ [OPM Retirement Home](#)

Favorites allow a user to links or functions to their My Biz homepage for quick access to commonly used sites. Use the following procedure to add a favorite to your Framework home page.

Click the **Edit Favorites** button, the Customize Favorites window will display. (This example will add “My Information” as a favorite.) Highlight the function you want to add as a favorite,

Select Favorites

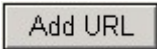
To add a new Favorite item, browse through the Responsibility (functional grouping) list to find the Option you want, then select it and click the right arrow. You can also select an existing option and then remove it using the left arrow, or change where it will appear in the list by using the up and down arrows.

The screenshot shows the 'Select Favorites' window. On the left, under 'Available to Select', there is a 'Responsibility' dropdown set to 'My Biz'. Below it is a list with 'My Information' highlighted in blue and 'Benefits' below it. At the bottom is a 'Description' field with 'My Information: Person Details'. On the right, under 'Selected to Display', is a list containing 'TSP Home', 'OPM Home', 'MyPay', 'USA Jobs', 'OPM Health Benefits Home', 'OPM Life Insurance Home', and 'OPM Retirement Home'. Between the two columns are arrows for 'Move', 'Move All', 'Remove', and 'Remove All'. At the bottom right are 'Add URL' and 'Rename' buttons. A callout bubble points to 'My Information' with the text: 'A description of the highlighted function is provided for users'. At the bottom right of the window are 'Cancel' and 'Apply' buttons.

Click the “Move” arrow,

This screenshot shows the same 'Select Favorites' window after the 'Move' action. 'My Information' has been moved from the 'Available to Select' list to the 'Selected to Display' list. A black arrow points to 'My Information' in the right-hand list. The 'Available to Select' list now only contains 'Benefits'. The 'Selected to Display' list now contains 'TSP Home', 'OPM Home', 'MyPay', 'USA Jobs', 'OPM Health Benefits Home', 'OPM Life Insurance Home', 'OPM Retirement Home', and 'My Information' (which is highlighted in blue). The 'Move' and 'Move All' arrows are now disabled.

The function will move from the left column and be added to the column on the right.

To add a “favorite” website, click the  button.

Add A Favorite Web Site

Enter the name and URL address for the site or file you would like to include in your Applications Favorites List. The URL address can be any web site you visit on a regular basis or a file name on your local file system. You may enter any address that you would otherwise enter as a browser location.

* Indicates required field

* Name

* Url

Type the name you want displayed on your home page, type the URL information, click the Apply button.


Select Favorites


To add a new Favorite item, browse through the Responsibility (functional grouping) list to find the Option you want, then select it and click the right arrow. You can also select an existing option and then remove it using the left arrow, or change where it will appear in the list by using the up and down arrows.

Available to Select

Responsibility:

Selected to Display

When you return to the Customize Favorites window the OPM Website has been added to the favorites list. When you have finished adding all of the favorites you desire, click . After applying the changes you are returned to your home page, the new links should appear under the favorites column.

 **Department of Defense**


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Navigator

Favorites

☐ [TSP Home](#)
☐ [OPM Home](#)
☐ [MyPay](#)
☐ [USA Jobs](#)
☐ [OPM Health Benefits Home](#)
☐ [OPM Life Insurance Home](#)
☐ [OPM Retirement Home](#)
☒ [My Information](#)
☐ [CPMS Reg-Mod Website](#)

General Info – The information displayed in this section will be viewable from any tab selected.



Department of Defense

Home Logout Preferences

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization	W REED ARMY MED CTR ARMCW2DHAA 01	Job Title	Budget Analysis (0560)
Position	01318.BUDGET ANALYST.82982.ARM.C.APPR	Grade	GS-09
Total Salary	43,365.00 USD		

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
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Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next

Details	Effective Date	Job	Grade	Step or Rate
Show	06-Mar-2005	Budget Analysis (0560)	GS-09	01

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion S
No data exists.							

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
--------------------	-----------------	-----------------	---------------	-----------------	---------------------------	--------------------

Show/Hide feature

A “Show” folder will be displayed if the tab selected contains additional information related to element being displayed. Click the “+” sign to view the additional data elements.

Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Show	10-Jan-2005			

The following displays

Details	Appraisal Start Date	Appraisal End Date	Appraisal Type	Rating of Record
Hide	10-Jan-2005			
Date Due		10-Jan-2006	Date Initial Appraisal Due	
Performance Rating Points			Date Appraisal Period Ends	
Unit			Organization Structure ID	
Office Symbol			Pay Plan	
Grade			Appraisal System Identifier	
Optional Information				

To collapse the additional information click the “-“ to “Hide.”

The following is a list of the Tabs and information available under each.

Appointment Tab contains current appointment information.

Urquhart, Randy J

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Position	01318.BUDGET ANALYST.82982.ARM.C.APPR	Grade	GS-09
Total Salary	43,365.00 USD		

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance
--------------------	-----------------	-----------------	---------------	-----------------	---------------------------	--------------------

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next 1

Details	Effective Date	Job	Grade	Step or Rate
Hide	06-Mar-2005	Budget Analysis (0560)	GS-09	01

Work Schedule	F - Full-Time	Part-Time Hours Biweekly	
Pay Rate Determinant	0 - Regular Rate	WGI Due Date	05-Mar-2006
WGI Pay Date	05-Mar-2006	Last Equivalent Increase	06-Mar-2005
Key Emergency Essential Empl	Not Assigned to Key Emergency Employee Position	Tenure	2 - Conditional - Tenure Group 2
Annuity Indicator	9 - Not Applicable	Date Arrived Personnel Office	10-Jan-2005
Assignment NTE Start Date		Assignment NTE Date	
Leave Without Pay Start Date		Leave Without Pay End Date	
Sabbatical Start Date		Sabbatical End Date	
Email Address			

Position Tab contains the employee's position information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization **W REED ARMY MED CTR
ARMCW2DHAA 01** Job Title **Budget Analysis (0560)**
Position **01318.BUDGET
ANALYST.82982.ARM.CAPPR** Grade **GS-09**
Total Salary **43,365.00 USD**

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	
Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.							
Details	Effective Date	Position Name	Organization	Grade	Job Title	Target Grade	Office Symbol
▼ Hide	06-Mar-2005	01318.BUDGET ANALYST.82982.ARM.CAPPR	W REED ARMY MED CTR ARMCW2DHAA 01	GS-09	Budget Analysis (0560)	GS-09	
		Supervisory Status	8 - Non-Supervisory		Work Schedule	F - Full-Time	
		Part-Time Hours Biweekly			Pay Basis	PA - Per Annum	
		FLSA Category	N - Nonexempt		Bargaining Unit Status	7777 - Eligible But Not In A Bargaining Unit	
		Pay Table ID	0000 Oracle Federal Standard Pay Table (AL, ES, EX, GS, GG) No. 0000		Position Sensitivity	Non-sensitive (NS) National Security Risk	
		Security Access	No Access Required; ENTNAC/NAC/NACI Required		PRP/SCI		
		Payroll Office ID	0A		Supervisory Diff Eligibility		
		Position Occupied	1 - Competitive Service		Language Required		
		Drug Test	Posn Not Req Drug Test		Training Program ID	YY	
		Key Emergency Essential	Position Not Designated Emergency-Essential Or Key		Intelligence Position Ind	Non-Civilian Intelligence Personnel Management System	
		LEO Position Indicator	0 - No Applicable Program				
► Show	10-Jan-2005	01318.BUDGET ANALYST.82982.ARM.CAPPR	W REED ARMY MED CTR ARMCW2DHAA 01	GS-09	Budget Analysis (0560)	GS-09	
Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance	

Personal Tab contains employee specific information.

Details As Of Effective Date	
▼ Hide 10-Jul-2005	
SCD Leave	10-Jan-2005
Date Of Birth	15-Aug-1980
Race or National Origin	C - Black, not of Hispanic origin
Citizenship	1 - U.S. Citizen, includes U.S. Nationals
Agency Code Transfer From	
Veterans Preference for RIF	N - No
Email Address	
Social Security Number	699.05.0917
Gender	M
Handicap	05 - No Handicap
Date Last Promotion	
Veterans Preference	1 - None
Veterans Status	X - Not A Veteran
Appointment Type	2A - Competitive - Career-Conditional
Current Appointment Authority (1)	LYM
Previous Retirement Coverage	Never Covered
SCD RIF	10-Jan-2005
Reserve Category	Not Applicable
Date Retired Uniform Service	
Uniform Service Designation	
Military Retirement Waiver Ind	
Creditable Military Service	0000
Date Conversion Career Begins	06-Mar-2005
Date Recmd Conversion Begins	
Date VRA Conversion Due	
Date Prob/Trial Period Ends	09-Jan-2006
Current Appointment Authority (2)	
SCD Civilian	10-Jan-2005
SCD Retirement	
Military Recall Status	Y - Not Applicable
Uniform Service Component	
Retirement Grade	
Exception Retirement Pay Ind	
Frozen Service	0000
Date Conversion Career Due	06-Mar-2008
Date Recmd Conversion Due	
Date Prob/Trial Period Begins	10-Jan-2005

Education Information						
Education Level		Instructional Program		Year Degree / Cert Attained		Academic Institution Name
High school graduate or certificate of equivalency						
<u>Appointment</u>	<u>Position</u>	Personal	<u>Salary</u>	<u>Benefits</u>	<u>Awards and Bonuses</u>	<u>Performance</u>

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Salary Tab contains the employee's pay related information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization **W REED ARMY MED CTR
ARMCW2DHAA 01** Job Title **Budget Analysis (0560)**
Position **01318.BUDGET
ANALYST.82982.ARM.CAPPR** Grade **GS-09**
Total Salary **43,365.00 USD**

Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance		
The following section displays detailed historical information through today's date.								
Details	Effective Date	Basic Pay	Locality Pay	Adjusted Basic Pay	Other Pay	Total Pay	Locality Percentage	Currency
▼ Hide	10-Jan-2005		5,975.00	43,365.00		43,365.00	15.98	
		AUO			AUO Premium Pay Indicator			
		Availability Pay			Availability Pay Premium Pay Indicator			
		Retention Allowance			Retention Allowance Percentage			
		Supervisory Differential						
Appointment	Position	Personal	Salary	Benefits	Awards and Bonuses	Performance		

Benefits Tab contains the employee's benefits related information.

Appointment

Position

Personal

Salary

Benefits

Awards and Bonuses

Performance

The following section displays detailed historical information through today's date.

FEGLI

FEGLI	Start Date
Basic only	10-Jan-2005

Health Benefits

Previous

1-1

Next

Details	Start Date	Health Plan	Enrollment	Premium Conversion
▼ Hide	10-Jul-2005	Federal Employee Health Benefits Special Code (ZZ)	Enrollment Waived/Cancelled (Y)	After Tax
Temps Total Cost			Premium Rate	

Thrift Saving Plan

Details	Start Date	Amount	Rate	Status	Status Date
▼ Hide	10-Jan-2005		15 Y - Elected To Contribute		10-Jan-2005
Rate 15			Status Date 10-Jan-2005		

TSP Catch Up Contribution

Start Date	Catch Up Amount
No data exists.	

Retirement Plan

Start Date	Retirement Plan	FERS Coverage
10-Jan-2005	K - FERS and FICA	A - Automatically Covered By FERS

Awards and Bonuses Tab displays the employee's award or bonus information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization

W REED ARMY MED CTR
ARMCW2DHAA 01

Position

01318.BUDGET
ANALYST.82982.ARM.C.APPR

Job Title

Budget Analysis (0560)

Grade

GS 09

Total Salary

43,365.00 USD

Appointment

Position

Personal

Salary

Benefits

Awards and Bonuses

Performance

The following section displays detailed historical information through today's date.

Award Details

Effective Date

Award Type

Amount or Hours

Award Percentage

Award Agency

No data exists.

Bonus Details

Effective Date

Bonus Type

Bonus Amount

Expiration Date

No data exists.

Appointment

Position

Personal

Salary

Benefits

Awards and Bonuses

Performance

Performance Tab displays the employee's performance appraisal information.

Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization

W REED ARMY MED CTR
ARMCW2DHAA 01

Position

01318.BUDGET
ANALYST.82982.ARM.C.APPR

Job Title

Budget Analysis (0560)

Grade

GS 09

Total Salary

43,365.00 USD

Appointment

Position

Personal

Salary

Benefits

Awards and Bonuses

Performance

The following section displays detailed historical information through today's date.

Details

Appraisal Start Date

Appraisal End Date

Appraisal Type

Rating of Record

▼ Hide

10-Jan-2005

Date Due

10-Jan-2006

Date Initial Appraisal Due

Performance Rating Points

Date Appraisal Period Ends

Unit

Organization Structure ID

Office Symbol

Pay Plan

Grade

Appraisal System Identifier

Optional Information

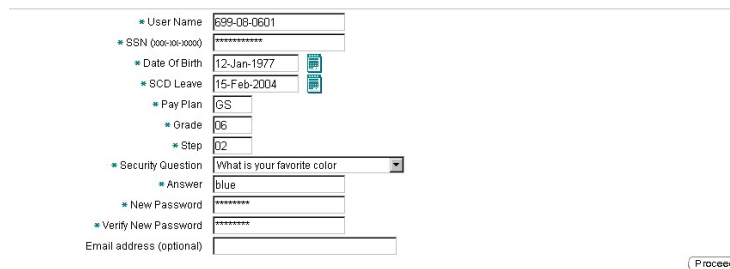
To Reset a Password

If you forget your My Biz password, the following steps can be used to reset the user account. From the Login screen click the “forgot your password link.”

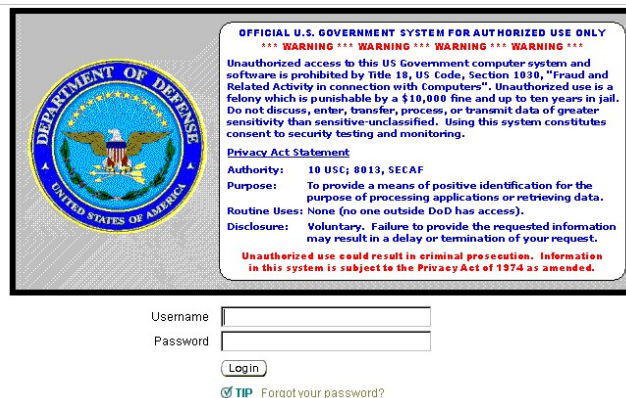


You will be directed to the Reset Password window. To reset a forgotten password you must input the following information:

- UserID
- SSN
- Date of Birth
- SCD Leave
- Pay Plan
- Grade
- Step
- Security Question, the security question is the question you answered at the time you first logged into to My Biz when prompted to reset the default password. This question must be answered correctly before you will be allowed to continue the reset password function. *Users that cannot remember the answer to their security questions will be directed to contact their HRO for help in resetting their password.*




Click the Proceed button. You will be returned to the mail login screen, type in your userid and new password to continue.



Other Features

Home

To return to the homepage from anywhere in the application click [Home](#) link.

 **Department of Defense**

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Urquhart, Randy J

GENERAL INFO: The information is current of today's date.

Organization**W REED ARMY MED CTR
ARMCW2DHAA 01**

Position**01318.BUDGET
ANALYST.82982.ARM.C.APPR**

Total Salary**43,365.00 USD**

Job Title**Budget Analysis (0560)**

Grade**GS-09**

[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#)

Information displayed in this section is based on changes to either the Position, Organization, Location, Grade, Job or Assignment Status.

Previous 1-1 Next


Details	Effective Date	Job	Grade	Step or Rate
Show	06-Mar-2005	Budget Analysis (0560)	GS-09	01

Retained Grade Details

Date From	Date To	Retained Grade	Retained Step or Rate	Retained Pay Plan	Retained Pay Table ID	Retained Pay Basis	Temporary Promotion S
No data exists.							


[Appointment](#) [Position](#) [Personal](#) [Salary](#) [Benefits](#) [Awards and Bonuses](#) [Performance](#)

You are returned to the homepage

 **Department of Defense**

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Navigator

 [My Biz](#)

Please select a responsibility.

Favorites

Edit Favorites

☐ [TSP Home](#)

☐ [OPM Home](#)

☐ [MyPay](#)

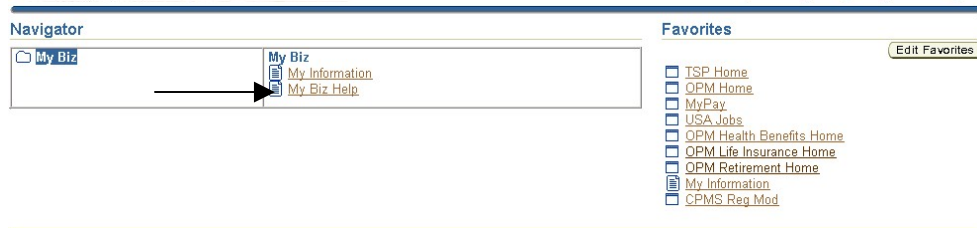
☐ [USA Jobs](#)

☐ [OPM Health Benefits Home](#)

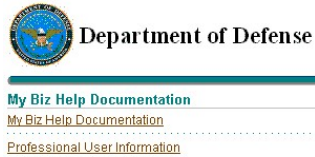
☐ [OPM Life Insurance Home](#)

☐ [OPM Retirement Home](#)

My Biz Help



Click the My Biz Help link, the following window displays,

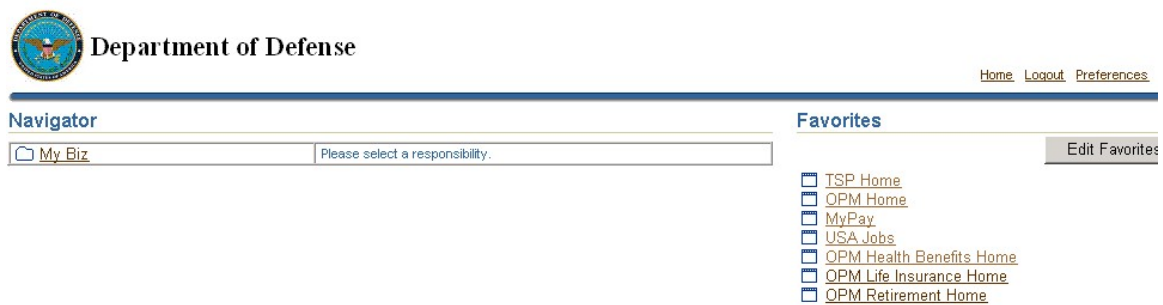


Click on link to review information sheet desired. This will launch the document

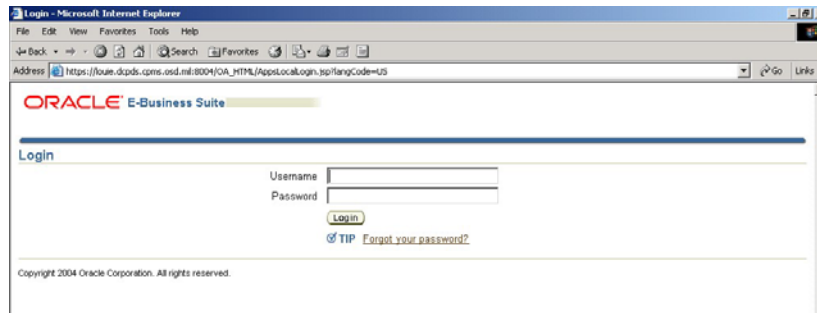


Logout –

To logout click the Logout link at the top or bottom of page.



Click the Logout link at the upper right corner of the window at any time to logout of My Biz.



You are returned to the login screen. To insure your personal information is protected close the Internet browser after logout is complete